



TOWN OF HANOVER
Community Development & Municipal Inspections
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1059

Ann Lee
Director

TO: Bulletin Boards at: Town Hall, School Department, Library, COA, DPW, Fire and Police Departments and the Town's Website

FROM: Ann Lee, CDMI Director

DATE: July 20, 2023

NOTICE OF VACANCY

TOWN PLANNER

The Town of Hanover is seeking an experienced Town Planner to provide professional and technical support in providing information, organizing and coordinating the applications, programs and decisions that shape both the short-range and long-range plans of the community; and to provide support to the town boards, committees and residents with respect to all aspects of planning, zoning and subdivisions, special permits, grants, land use and real estate issues, including environmental and other related aspects of regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The successful applicant must have the ability to work as a member of the CDMI team. Duties include; monitors development activities of all Planning and Zoning Board of Appeals applications and decisions for projects and converses with the applicants, engineers and/or lawyers, before and after meetings for needed documents and any updated documents. Attends meetings to present information, prepare detailed background information, respond to technical inquiries and requests to applicable public bodies such as, but not limited to, the Planning Board, Zoning Board of Appeals, Community Preservation Committee, and the Master Plan Committee; which includes night meetings. Promotes the inter-departmental review of plans and develops procedures to stream line information. Assures legal requirements are met including Board/Committee meeting postings, timeframes, meeting minutes and other records. Prepares for and schedules public hearings for applicants; post and distribute legal advertisements in local newspaper, as required, notifies abutters of hearing, displays plan for public review; provides follow up support and assistance as needed. Provide direction and planning for long range community land use and future goals; including development and implementation of the Master Plan. Collaborate in the establishment of development strategies for items such as diversified housing, zoning changes and large-scale projects. Assists with GIS to improve and maintain the public's access to all department applications and approvals and documents through a GIS based mapping interface and assist with the development of GIS data and map products, as needed. For more detail please see the attached job description.

The salary range is \$75,000.00 - \$90,000.00 annually depending on education and experience. Please submit a cover letter and resume to Ann Lee, CDMI Director, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or via e-mail: ann.lee@hanover-ma.gov. The posting will remain open until 4:00 p.m. on August 3, 2023, or until the position is filled. (Posted July 20, 2023)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.

**Town of Hanover
Job Description**

Job Title: Town Planner
Department: Community Development & Municipal Inspections
Reports To: Director of Community Development & Municipal Inspections
FLSA Status: Exempt
Prepared By: Ann Lee
Approved By: Joe Colangelo, Town Manager

Summary:

This position performs professional and technical work in providing information, organizing and coordinating the applications, programs and decisions that shape both the short-range and long-range plans of the community; provides support to the town boards, committees and residents with respect to all aspects of planning, zoning and subdivisions, special permits, grants, land use and real estate issues, including environmental and other related aspects of regulations. Employee is required to perform all similar or related duties.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Monitors development activities of all Planning and Zoning Board of Appeals applications and decisions for projects and converses with the applicants, engineers and/or lawyers, before and after meetings for needed documents and any updated documents.
- Attends meetings to present information, prepare detailed background information, respond to technical inquiries and requests to applicable public bodies such as, but not limited to, the Planning Board, Zoning Board of Appeals, Community Preservation Committee, and the Master Plan Committee; which includes night meetings.
- Promotes the inter-departmental review of plans and develops procedures to stream line information.
- Assures legal requirements are met including Board/Committee meeting postings, timeframes, meeting minutes and other records. Prepares for and schedules public hearings for applicants; post and distribute legal advertisements in local newspaper, as required, notifies abutters of hearing, displays plan for public review; provides follow up support and assistance as needed.
- Responsible for the maintenance of escrow records and tracks deposits/withdrawals and all necessary backup in coordination with the Finance Department.
- Reviews proposals within the Planning Board and Zoning Board of Appeals jurisdiction and compliance with zoning by-laws and regulations.
- Establishes/maintains a database with information on all approved department applications. Keeps the CDMI Director and/or Town Manager up-to-date on project status of all applications. Coordinates the same to keep applicants informed of project status, and notification of information, materials and fees required/collected in accordance with the Town's policies.
- Responds to inquiries from the public about new or approved projects as well as other future issues/applications and projects in town.
- Provide direction and planning for long range community land use and future goals; including development and implementation of the Master Plan.
- Collaborate in the establishment of development strategies for items such as diversified housing, zoning changes and large-scale projects.
- Assists with GIS to improve and maintain the public's access to all department applications and approvals and documents through a GIS based mapping interface and assist with the development of GIS data and map products, as needed.

- Prepares RFPs, RFQs, JFPs, as needed.
- Serves as the Town liaison to MAPC, Old Colony Planning Council, South Shore Coalition, MassDOT, MassHousing and other applicable regional and State organizations.
- Assists with the oversight of any grants pertaining to the Boards/Committees previously mentioned.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Planning or related field; Master's Degree preferred; five (5+) years of municipal planning experience and economic development and planning experience or related work; or an equivalent combination of education, experience, and training.

Required Licensing/Certification:

Have and maintain a valid Massachusetts Driver's License.

Knowledge, Ability and Skill:

Knowledge: Thorough current knowledge of the principles and practices of planning, zoning and related state and local land use legislation, procedures, bylaws, codes and standards. Thorough current knowledge of all applicable Massachusetts General Laws. Current knowledge of environmental and conservation issues.

Ability: Ability to analyze problems, prepare reports and formulate recommendations concerning department operations. Ability to interpret regulations firmly tactfully, and impartially. Ability to deal with the public in a courteous and tactful manner. Ability to work with little supervision. Aptitude and attention for details and accuracy. Ability to work effectively under time constraints to meet deadlines.

Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills; interpersonal and problem-solving skills; grant writing skills. Skill in the use of Microsoft Professional Office Suite and GIS. Skill in all of the above listed tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work requires minimal physical effort in performing duties under typical office conditions. Moderate physical effort required when conducting field investigations, such as the ability to maneuver stairs and uneven terrain during all types of weather conditions. Frequently required to lift 20 pounds. Employee is constantly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Vision and hearing at or correctable to normal ranges. Physical ability to operate motor vehicle.

Supervision:

Supervision Scope: Performs various duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding issues not clearly defined by established procedures.

Supervision Received: Works under the general direction of the Director of Community Development & Municipal Inspections, generally sets own daily work plan; escalates questions or issues as necessary to supervisor.

Supervision Given: Administrative Assistant

Work Environment:

- Work is performed under typical office conditions; frequently site visits are conducted in the field in thick woods and wetland areas, with exposure to various weather conditions and the hazardous conditions associated with construction sites.
- Is required to maintain a well-organized, professional looking office space so that it can be used to hold meetings with members of the public, business owners, and prospective clients of the town.
- Required to attend evening meetings of Planning Board and Zoning Board of Appeals and if directed by CDMI Director other various town boards and committees. Maybe required to work on weekends and occasionally contacted at home to respond to important situations or emergencies.
- Operates an automobile, computer and standard office equipment.
- Interacts positively with other town departments and officials, regional, state and federal agencies; businesses, schools, consultants, engineers, architects, developers, attorneys and planners.
- Has access to some department-related confidential information, such as lawsuits and private development plans and proposals.
- Errors could result in delays or loss of service, and financial and/or legal repercussions.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

I acknowledge that I have read this job description. I understand the responsibilities assigned to this position. I certify that I can perform these functions.

Employee Signature

Date

Supervisor's Signature

Date

H.R. Manager Signature

Date

Town Manager Signature

Date

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer